

# Registration Authority

## Who is the Registration Authority?

The Registration Authority (RA) can be any employee who is knowledgeable of the research/material transfer community and is in the position to approve new user account requests in TAD for their organization. This individual will be responsible for:

1. **Confirming that the new user should have access to the site.**
  - a. The RA confirms the request is coming from an individual in their organization who should have access to TAD.
2. **Verifying that the new user requested the appropriate TAD roles.**
  - a. The RA confirms that the individual has requested the appropriate TAD roles in relation to their responsibilities within the MTA process.

**Note: The Registration Authority is not limited to just the RA role; this individual may be an RA in addition to any of the other roles available in TAD.**

## What does the Registration Authority Do?

The Registration Authority steps in TAD are quite simple and can be completed in just a few minutes. When a new user requests an account, the following will occur:

1. **RA Notification**
  - a. The RA will receive an email with a link to access the new account request.
2. **Review/Edit**
  - a. The RA will review and edit the user information and selected TAD user roles as needed.
3. **Approve/Deny**
  - a. The RA will approve or deny the request.
4. **User Notification**
  - a. The new user will receive automatic confirmation of the approval or rejection of their request.

More detailed information for this role will be provided to the selected Registration Authority after their organization completes the registration process.

## TAD User Roles:

Role	Responsibilities
<b>Contributor</b>	<ul style="list-style-type: none"> <li>Initiate an Agreement by filling out an Agreement Form</li> <li>View their agreements on the dashboard</li> <li>Upload additional documents and associate them with an agreement</li> </ul>
<b>Principal Investigator</b>	<ul style="list-style-type: none"> <li>All the permissions of a <i>Contributor</i></li> <li>Authorized to send or receive materials on behalf of their organization</li> <li>Reviews and acknowledges agreement documents</li> </ul>
<b>Reviewer</b>	<ul style="list-style-type: none"> <li>All the permissions of a <i>Contributor</i></li> <li>Modify and approve information submitted on the Agreement Form</li> <li>Modify terms and conditions of an agreement document</li> </ul>
<b>Authorized Official</b>	<ul style="list-style-type: none"> <li>All the permissions of a <i>Contributor</i></li> <li>Sign agreement document</li> </ul>
<b>Technology Development Coordinator</b>	<ul style="list-style-type: none"> <li>All the permissions of an <i>Authorized Official</i></li> <li>Head of the Technology Transfer Office (or office equivalent)</li> <li>Sign agreement documents for human material transfers</li> </ul>
<b>Authorized Official for Human Materials</b>	<ul style="list-style-type: none"> <li>All the permissions of a <i>Contributor</i></li> <li>Signature is necessary for human material transfers</li> </ul>

If you have any questions or concerns, reach out to the TAD Support Team by emailing [NIHTADSupport@mail.nih.gov](mailto:NIHTADSupport@mail.nih.gov).